

DEPARTMENT OF THE ARMY HECSA OM 672-1-2
U.S. Army Corps of Engineers
Humphreys Engineer Center Support Activity
CEHEC-ZA Alexandria, VA 22315-3860

Memorandum
No. 672-1-2

31 January 2003

Decorations, Awards, and Honors
HECSA EMPLOYEE OF THE YEAR

1. Purpose. This office memorandum (OM) establishes the Humphreys Engineer Center Support Activity (HECSA) Employee of the Year Award and prescribes procedures for administering the award program.
2. Applicability. This OM is applicable to all employees of HECSA. It may also be used by employees of any activity serviced by HECSA as guidance for preparing and submitting a package to nominate a HECSA employee for Employee of the Year.
3. Distribution Statement. Approved for public release; distribution is unlimited.
4. Reference. AR 672-20.
5. General. The Director presents the HECSA Employee of the Year Award to a civilian employee of HECSA. The employee is recognized for achievements made during the previous calendar year. This recognition of distinguished civilian service is awarded by the Director at the HECSA annual award ceremony normally held in June of each year. The award will be an appropriately inscribed HECSA plaque and a monetary award of \$2,500. There will also be a permanent display containing the picture, name, and year of the award recipient.
6. Criteria and Selection Process.
 - a. Basic Eligibility. Nominees must be current HECSA employees, other than the Director and members of the Review Board, and have been assigned to HECSA for the entire calendar year of the award.
 - b. Criteria. The award is presented to the civilian employee determined to have achieved the highest overall standards of excellence as a HECSA employee and who individually has made the most significant and noteworthy contribution to the mission, reputation, and prestige of HECSA. The achievements upon which the nomination is based may span more than a one-year period. However, emphasis will be placed on the

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employee's most recent achievements. In other words, the nominee's record of accomplishments, contributions, and quality of performance during the preceding calendar year will be considered the most important and weighed accordingly during the selection process. A nominee's participation in activities external to work such as non-profit volunteer work and community service may also be considered as relevant criteria. However, the award will be based primarily on an employee's achievements made in connection with work-related duties and responsibilities.

c. Nominating Procedure. Any HECSA employee or an employee of a HECSA serviced activity may nominate one candidate for HECSA Employee of the Year. The Deputy Director of HECSA must receive nominations NLT 31 March following the calendar year of the award.

d. Selection Process. The Review Board will be chaired by the Deputy Director of HECSA and consist of all Office Chiefs who report directly to the Director. The Board convenes to review nomination packages and recommends a candidate to the Director for selection. The Director will make final selection for the award.

7. Nomination Package and Submission Requirements. Nomination packages may be submitted in hardcopy, by fax, or by e-mail.

a. Hardcopy and fax submissions must consist of not more than two standard size sheets of bond paper containing the name of the nominee, the organization of the nominee, and a description of the nominee's specific contributions which form the basis for the nomination.

b. E-mail submissions should include an attachment that can be printed on not more than two standard size sheets of bond paper that contain the name of the nominee, the organization of the nominee, and a description of the nominee's specific contributions which form the basis for the nomination.

8. Monetary Award. Upon selection of the Employee of the Year by the Director, the supervisor of the recipient becomes responsible for ensuring that the personnel action for the \$2,500 monetary award is initiated and forwarded to the Director for approval. The action should be submitted in a timely manner with a proposed effective date that results in the award appearing on the employee's leave and earnings statement shortly after the employee is formally recognized as the recipient.

/s/

CHARLES B. RAU
Director